

HARDSHIP EXCEPTION REQUEST INFORMATION

Hardship exception requests are subject to review and are approved on a discretionary basis by the Arizona Department of Education (ADE). Please be aware that these exceptions are applicable for FY2009 and FY2010 only. No hardship exception requests will be approved for data submissions beyond June 30, 2010.

Please include the following information to apply for a hardship exception from the requirement of reporting student attendance through absences. To be considered for a hardship exception, this information must be submitted to ADE by the deadline of April 15, 2009.

I. LEA Information

- District/Charter name
- CTDS #
- Contact name, phone and email

II. Determination of Attendance Reporting System Inadequacy

- SMS name and vendor, or in-house system
- Letter from SMS vendor/developer or LEA IT director documenting system's inability to report in absences and the actual date by which this issue is expected to be resolved.
- Should the correction in the system not be accomplished by the expected actual date, an extension request for the hardship exception must be filed on or before the original "expected actual date of completion", and within the time limits set forth in this memorandum. The extension request must clearly set forth the reasons for the delay in completion as originally set forth in the hardship exception request letter, and the extension request must be signed by the Superintendent of the District and the school board President in order for it to be considered by ADE.

III. Potential Reason(s) for inability to report absences to ADE

- a. SMS currently reports in period-based attendance or inaccurately reflects block scheduling
 - i. Reporting absences may result in an adjusted absence status
 - ii. Cost estimate, anticipated time for completion, and funding limitations
 - iii. Other justifiable reason
- b. SMS was not developed to allow absence reporting
 - i. Requires purchase of a new SMS or vendor modification of existing SMS
 - ii. Cost estimate, anticipated time for completion, and funding limitations
 - iii. Other justifiable reason

IV. Attestation

The letter requesting the hardship exception or the extension of the original date of completion must be signed by the Superintendent of the district and School board President in the following format:

I hereby certify the above information is accurate.

_____ Superintendent

_____ School Board President

_____ Date

V. ADE submittal and contact information

Please submit your application by sending an email with the above information to SchoolFinance@azed.gov. If you have any questions, please contact Dolores Gerritse at Dolores.Gerritse@azed.gov or Teddy Dumlao at Teddy.Dumlao@azed.gov.